



## CAMPUS CONDUCT HOTLINE©

Centenary University is committed to maintaining the highest ethical standards in the workplace and to maintaining confidence in those standards. The University has therefore enrolled in a new service, *Campus Conduct Hotline*©, provided through our insurance carrier. The Hotline will be available to students, faculty and staff to report any questions or concerns about possible violations of our ethical standards or employment-related policies.

The Hotline will not replace, but is a supplement to, the University's current complaint reporting procedures. The Hotline is available 24 hours a day, seven days a week. The Hotline is operated by an independent organization, so any calls made to the Hotline are confidential and completely anonymous.

- To use the Hotline, dial toll-free:
  - English speaking USA and Canada: **(800) 401-8004** (not available from Mexico)
  - Spanish speaking North America: **(800) 216-1288** (from Mexico user must dial 001-800-216-1288)
- **Website:** <https://www.lighthouse-services.com/centenaryuniversity>
- **E-mail:** [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include University's name with report)
- **Fax:** **(215) 689-3885** (must include University's name with report)

We hope that the need to use the Hotline will be minimal, but we also hope that its availability will help to maintain confidence that we have the highest ethical standards in our workplace. If you experience or observe what you believe is inappropriate behavior and are unsure of what to do, the Hotline may be appropriate for you.